Employee Self-Service

Benefits Enrollment

This tutorial is available on the district website under the Benefits and Payroll Departments
VPN Instructions

• If you are not using a district computer, you will need to use “VPN Access” to log onto the Employee Self Service (ESS) site.

• Open a new Internet Browser page and go to the Pasadena ISD home page: pasadenaisd.org

• Once on the Pasadena home page
  – Click on Staff
  – Then click on Resources
  – Click on “VPN Access”
  – Log-on using your Pasadena ISD Username and Password
  – Click on “PISD LAWSON”
  – Click on “I AGREE”
  – Log-on using your Pasadena ISD Username and Password
  – Click on the ESS option desired.
Before you Log-In

- The first thing you need to know is your log-in credentials. You will need your User Name and your Password.
  ***Please contact the help desk at 713-740-0260 for log-in credential assistance.***
- Once you have your User Name and Password you will need to log onto a district computer to create a personalized password. You must use a district computer for the first log-in.
- Turn on the computer and monitor.
- You should see a screen asking you to Press Ctrl-Alt-Delete (Windows 7) or for Windows 10, entering your Log In.
The district’s Internet Use Policy will appear each time that you log onto a district computer. You must click OK to continue to the log-in screen.
How to Log-In

The next screen is the log-in screen that looks like this:

The User Name is not case sensitive. The Password is case sensitive.

Remember: if you do not have your User Name and/or Password, you will need to contact the help desk at 713-740-0260.
Once you have logged on you will be asked to create a personal password. **The password has specific requirements:** it must be a minimum of 6 characters, it must include capital letter, lowercase letter and number. Any combination of these requirements are acceptable.
After you have created a new password, you will open a new URL (uniform resource locator) also known as a browser address bar, or the Big Blue E on your desktop.

Once you have opened this, you will see the address bar below:

In this line, you will enter pisdlawson.pasadenaisd.org
The “PISD Employee Confidentiality Agreement” will be displayed. Please read and click the “I Agree” button to continue.

Employee Confidentiality Agreement

As an employee of the Pasadena Independent School District, I am aware that the data and materials to which I have access are to be treated in a professional and confidential manner. This information will be used only in the conduct of official internal business of my department or school and may not be disclosed to any third party.

NOTE: UserIDs and passwords may not be shared. Do not give your password to anyone. Violation will result in revocation of the account and notification to your supervisor Department Head.

I Agree
Each user will be required to enter their **user name** and **password** to access Lawson.

- Enter your **user name** and **password** and click the Login Button.
  - **User name** is **NOT** case sensitive.
  - **Password** is **IS** case sensitive.
Employee Self-Service

You may have more than one tab. For ESS, use the Employee Self Service Tab.

Each category has a list of options to view and/or make changes in. You will need to click the small arrow on the right side of the category.

Benefits
- Benefit Handbook
- Benefit Plan Descriptions
- Benefits Enrollment
- Current Benefits
  - Flex Spending Accounts
    - Account Balances
    - Account Contributions

Miscellaneous Tools
- New Hire

Pay
- 403 and 457 Links
  - 1) 403B Action Form
  - 2) 403B Salary Reduction Info
  - 3) TRS Approved Vendor List
  - 4) Log On To JEM
  - 5) PISD Rules Solicitation
  - 6) 457 Plan Information
- Direct Deposit
- Leave Balances
- Leave Balance Details
- Pay Rate History
- Payment Modeling
  - Payroll Deductions
    - Cornerstone Club
    - Houston Chronicle
- PISD Payroll Docs/Images (Hover for List)
- Tax Withholding
- Year to Date

Personal Information

Org Chart
Once you are on the ESS dashboard, you can access the following:

*Benefits Enrollment*
Did you know on ESS you can....??

You can **add or remove banks** for your **direct deposit**?
You can check your leave balance and history of absences?
You can **View and Print your pay check stubs** from ESS?
You can see your pay rate history.
You can use Payment Modeling to see what your paycheck would look like with a different tax filing status or number of allowances?
You can view your **Salary Letter** or your PISD salary history (**Best Three years**)?
Set up your Houston Chronicle subscription?
Change your **W-4** filing status?
**View and Print** a Previous Year **W-2** form?